

## **Human Resources Division Chief**

State of Tennessee  
Tennessee Wildlife Resources Agency

The mission of the Tennessee Wildlife Resources Agency (TWRA) is to preserve, conserve, manage, protect, and enhance the fish and wildlife of the state and their habitats for the use, benefit, and enjoyment of the citizens of Tennessee and its visitors. The Agency will foster the safe use of the state's waters through a program of law enforcement, education, and access.

TWRA is seeking to fill the position of Human Resources Division Chief. This position is stationed in Nashville and manages the HR function for the Agency, which has offices and staff statewide.

### **Duties and Responsibilities**

- As part of the executive leadership team and in alignment with the agency strategy, directs the human resources management functions of a complex state agency with multiple locations.
- Develops strong working relationships with executives, management and staff, providing advice, guidance, coaching and counseling as needed. Works cooperatively with managers regarding the supervision and discipline of employees.
- Oversees the implementation and administration of human resources policies, programs and practices, laws and standards related to legal compliance, occupational health and safety, and employee relations. Administers the compensation plan.
- Assigns, trains, supervise and evaluates departmental human resources staff in their work, providing guidance on technical matters.
- Establishes staffing practices and procedures necessary to recruit and retain an effective workforce.
- Leads the implementation of a performance management system.
- Directs a process of organizational developmental addressing issues such as succession planning, workforce development, employee retention, workflow efficiency and change management.
- Monitors the human resources budget.

**Qualifications:** Bachelor's Degree in a Human Resources related field with five or more years of increasingly responsible professional human resources work. Master's Degree and ten or more years of experience in professional human resources work preferred.

All interested candidates should submit a resume to:

Lisa Spencer  
Assistant Commissioner – HR Operations and Organizational Performance  
TN Department of Human Resources  
505 Deaderick Street, 1<sup>st</sup> Floor  
Nashville, TN 37243  
[lisa.spencer@tn.gov](mailto:lisa.spencer@tn.gov)

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